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**FIRE FACT NO. 065 CHECKLIST(s) :**  
**TITLE : CERTIFICATE OF OCCUPANCY**  
**CHECKLIST ITEM(s) :**  
**REFERENCE(s) :**  
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The Kansas State Fire Marshal regulates the construction and maintenance of exits, fire alarms and fire suppression equipment in occupied structures. The Kansas State Fire Marshal currently focuses on vulnerable occupancies of the young, old, and secured. This includes hospitals, nursing homes, residential board and care, child care for over 12 children, schools, and detention facilities.

January 1, 1999 is the current proposed date to implement the 1997 Uniform Building code and Uniform Fire Code through regulation revisions of the Kansas Administrative Regulation 22-1-3. The 1997 Uniform Building Code and Uniform Fire Code both require testing documentation to be completed and filed with the Kansas State Fire Marshal (AHJ) concerning sprinkler or fire alarm systems.

The Policy is as follows:

**No new structure will receive KSFM acceptance for LICENSURE or OCCUPANCY without:**

- 1.) each facility establishing a single point contact for correspondence to the Kansas State Fire Marshal. All correspondence and plan submittal of the following information shall be through this single point of contact with a letter of transmittal describing the contents of the submittal.
- 2.) Submittal of an approved code footprint as described by the Kansas State Fire Marshal.
- 3.) Submitted to the Kansas State Fire Marshal;
  - a) plans of any provided fire alarm system with a seal of a Kansas licensed engineer with knowledge in fire alarm systems or a stamp of an individual holding certification from independent testing agencies such as NICET.
  - b) and a CERTIFICATE OF COMPLETION (SEE 1997 UNIFORM FIRE CODE, SECTION 1- 7.1).
- 4.) submitted to the Kansas State Fire Marshal;
  - a) plans of any provided automatic fire suppression system with a seal of a Kansas licensed engineer with knowledge in automatic fire sprinkler systems or a stamp of an individual holding certification from independent testing agencies such as NICET.
  - b) a copy of CONTRACTORS MATERIAL AND TEST CERTIFICATES (SEE 1997 UNIFORM BUILDING CODE, CHAPTER 8).

**See Example on Page 2**



## Kansas State Fire Marshal Prevention Division

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### **Certificate of Occupancy** **As Issued By the Kansas State Fire Marshal's Office**

Facility:			
Building:		KIDS Number	
Address:		City, ST, Zip	
Phone:		Fax:	
Name of Single Point Contact:			
Address:		City, ST, Zip	
Phone:		Fax:	
Submitted	Accepted by KSFM Representative	Date	Applicable Requirements
			Single Point Contact Information
			Approved Code Footprint
			Fire Alarm Plans
			Certificate of Completion
			Sprinkler Plans
			Contractors Material and Test Certificates
COMMENTS:			
Reviewed By:			Date:
Acceptance Letter Sent By:			Date: